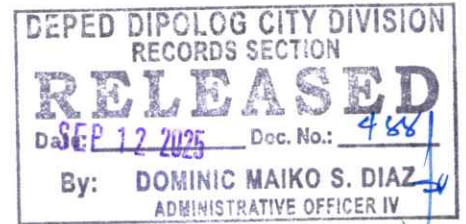




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
No. 486, s. 2025

September 11, 2025

CALL FOR APPLICATIONS FOR SCHOOL ADMINISTRATION POSITIONS

**TO: All School Division Office Personnel
All Concerned Personnel
This Division**

This office hereby announces the hereunder vacant job positions and is now accepting applications, namely:

Classification/ Level	Positions	Item Number/s	Place of Assignment
School Admin Position	School Principal I	OSEC-DECSB-SP1-570428-2010	TBA (ELEM or SECONDARY Sch)
	School Principal III	OSEC-DECSB-SP3-570011-2012	TBA (ELEM or SECONDARY Sch)

This ranking is open to all applicants regardless of gender, civil status, sexual orientation, disability, religion, ethnicity or political affiliation provided they meet the minimum requirement.

Aspiring applicants must first Register Online using their Google Mail (GMAIL) at this link below:

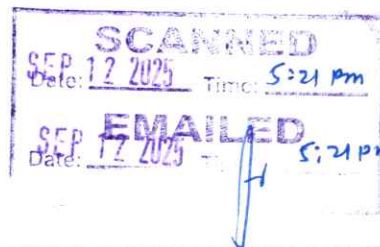
<https://bit.ly/3VKnwTU>

Submit the pertinent documents to Personnel Officer, Love L. Ricafort thru the Records Section not later than **September 22, 2025, until 5:00 in the afternoon**. Download and affirm the **Checklist of Requirements** for the authenticity and veracity of the documents to be submitted.

To facilitate efficient processing, please ensure that all documents are sequenced and tabbed. Additional documents are welcome **only within the deadline** to be included in the review.

For guidance as to the criterion and computation of points, all interested applicants are enjoined to peruse the following references:

Positions	References
School Administration	DepEd Order No. 007, s. 2023



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@depd.gov.ph
Website: www.depddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



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Below is the minimum qualification standard required for the said positions. Please be guided accordingly.

QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency
School Principal I SG 19	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	Manage school operations and resources; lead strategically; build connections; school admin; with School head assessment NQESH passer or Principal's test passer; or its equivalent
School Principal III SG 21	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)	Manage school operations and resources; lead strategically; build connections; school admin

The schedule of the ranking and interview will be announced in a separate memorandum. For information and widest dissemination.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



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